



OFFICE OF PUBLIC INSTRUCTION

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Linda McCulloch
Superintendent

October 1, 2005

To: OPI MASS Representatives

From: Madalyn Quinlan, Chief of Staff

Subject: Summary of OPI Activities for October 2005

Here is a summary of the current activities at the Office of Public Instruction for October 2005. This summary can also be found at www.opi.state.mt.us/MASSUpdates/. If you would like to be added to a Listserv to receive the Summary of OPI Activities each month, please register at <http://www.opi.state.mt.us/regforms/OPIActivities/>.

Office of the State Superintendent

Highlights of State Superintendent Linda McCulloch's Activities for September 2005:

- Attended meetings of the Quality Schools Interim Legislative Committee on school funding issues
- Participated in a conference call regarding the American Indian Task Force, sponsored by the Council of Chief State School Officers
- Met with Governor Schweitzer on education issues
- Participated in numerous television, radio and newspaper interviews
- Reviewed Montana Surveys of Enacted Curriculum
- Met with federal education staff who were reviewing the Title III ESEA/NCLB program
- Launched a state-wide campaign called "Montana Kids Care" to channel the efforts of Montana school children to aid the victims of Hurricane Katrina
- Participated in staff fundraising efforts to send water to New Orleans and to raise money for relief organizations helping the Hurricane Katrina victims
- Participated in a Back-to-School visit to six Billings schools with Governor Schweitzer
- Visited the Division of Educational Research and Service at the University of Montana
- Attended the quarterly board meeting of the Montana Heritage Project
- Attended the Board of Public Education meeting in Kalispell and the Board of Regents meeting at the MSU-Billings College of Technology
- Unveiled the OPI-sponsored "traveling trunk" for schools, [Learn a New Way](#), from the Montana Historical Society on American Indian Heritage Day
- Attended the Civic Education Conference with Montana legislators, teachers and Secretary of State Brad Johnson
- Participated in preparation of "Tools for Schools" kit for teaching students about the hazards of methamphetamine use
- Spoke to the Montana Educator Forum
- Attended the Flathead Valley Education Summit
- Attended the monthly meetings of the State Land Board and the OPI Cabinet
- Participated in the exit interview for OPI's financial audit for FY2004 and FY2005
- Honored OPI employee, Jim Oberembt, who received the Governor's Award for Excellence in Performance

"It is our mission to advocate, communicate, educate and be accountable to those we serve."

Supt Linda McCulloch Unveils Indian Education for All School Learning Trunks

On September 23, State Superintendent Linda McCulloch unveiled the first in a series of “Indian Education for All Montana” educational school trunks at the Montana Historical Society Museum in honor of American Indian Heritage Day. The trunks will provide school children with ‘hands on’ teaching materials to better understand Montana Indian culture and heritage. The educational school trunks are developed as part of the Office of Public Instruction’s new “Indian Education for All Montana” materials for public schools. The trunks were created under a contract with the Montana Historical Society.

The first trunk, entitled ‘To Learn A New Way’, covers the time when Montana Indian children were removed from their reservation communities and sent to boarding schools. The trunk was developed by renowned Montana Indian educator Julie Cajune and the Montana Historical Society’s Education Department.

During the ceremony, Superintendent McCulloch recognized the fund raising efforts of the students at St. Labre Indian School in Ashland, St. Charles School in Pryor, and the Browning Public Schools who helped to make the school trunks possible. Even before the Legislature provided funding for [Indian Education](#) for All, students at these schools raised more than \$9000 to develop and purchase the school trunks. Because of their personal initiative school kids across Montana will gain a deeper understanding and appreciation of the contributions and heritage of Montana’s American Indian people.

To schedule the trunk at your school, contact the Montana Historical Society's Education Office at (406) 444-4789 or email jsaylor@mt.gov. In order to get the materials that you seek at the times you prefer, please book early. Many teachers order the footlockers or slide units during the spring semester proceeding the school year in which they wish to use it.

“Montana Kids Care” Campaign Launched to Aid Katrina Victims

State Superintendent Linda McCulloch has launched the “Montana Kids Care Campaign” to encourage students and educators to continue the collection of donations for victims of Hurricane Katrina. The Office of Public Instruction has established a special website at www.opi.mt.gov/katrina/ to provide information on how to join the *Montana Kids Care* campaign and related Hurricane Katrina information. Thank you for your support of these families. OPI Contact: Joe Lamson, Communications Director, 444-3160 or jlamson@mt.gov.

OPI’s Jim Oberembt Honored for Excellence in Performance

Jim Oberembt of OPI’s School Finance Division is OPI’s 2005 recipient of the Governor’s Award for Excellence in Performance. Jim was honored for his work in assisting school districts through the complexities of Medicaid Administrative Claiming. Jim helped Montana re-establish annual eligibility for \$4 M of federal Medicaid funds for the Comprehensive School and Community Treatment program, which provides essential school-based mental health services for K-12 students with serious emotional disturbances. With over 25 years of school finance experience, including 8 years as a school district clerk, Jim developed a tracking method for schools to identify matching funds, enabling the state to meet federal matching requirements without additional state resources. Jim’s hard work and excellent customer service enabled Montana to secure \$ 4 M of additional federal funds from Medicaid and allowed K-12 schools to re-establish essential mental health services for students statewide. Way to go, Jim-O!

Nominate Superintendent’s, Principal’s and Outstanding Educators

Do you know an educator that demonstrates exceptional instructional ability, is inspiring and exhibits professional leadership? The Office of Public Instruction is seeking recommendations of

outstanding educators for the OPI Talent Pool. The OPI Talent Pool consists of K-12 Montana educators who were recommended to the Office of Public Instruction as outstanding teachers. The educators in the OPI Talent Pool may be considered for membership by OPI on advisory boards and task forces, as well as candidates for special recognition programs. Nominations must be confidential and the person being nominated must not know they are being considered. Recommendations should be made using the 2005 Talent Pool form at <http://www.opi.mt.gov/superintendent/talentpool.html>. Please take a moment to consider recommending one or more of Montana's great educators to the Talent Pool.

School Law Book is Available On-Line

In light of the anticipated upcoming special session on school funding, OPI has chosen to delay the printing the School Law Book until after the special session. The OPI Legal Division has established a PDF file listing the statutes in the *School Law Book* that have been changed since 2003 together with their effective date and a link to the electronic version of the statute for current language. Please note that you will need Adobe Acrobat Reader 7.0 to access this document. You can download the current version of Adobe by following the instructions in the lower left hand corner of the Legal Division page. The Legal Division web address is: <http://www.opi.mt.gov/LegalDivision/index.html>. Copies of the 2003 School Laws are still available and can be obtained by completing and forwarding the School Law Book Order form <http://www.opi.mt.gov/pdf/legaldivision/schoollaworderform.pdf> to OPI. OPI Contact: Beverly J. Marlow, Paralegal, 406-444-3172, bemarlow@mt.gov.

Board of Public Education Meeting

The Board of Public Education will hold its next regular meeting November 3-4, 2005, at the Commissioner of Higher Education offices, 2500 Broadway, Helena, Montana. Tentative agenda information items from the Office of Public Instruction include: the Superintendent's Report, a No Child Left Behind Update, MACIE and NCLB Reports, and Accreditation reports. Agenda action items include Accreditation issues and adoption of a Bullying policy requirement. Contacts are Board of Public Education Executive Secretary **Steve Meloy** (406) 444-0300 or Deputy Superintendent **Bud Williams** (406) 444-7325.

Annual Data Collection

Each year in October, school districts in Montana submit information to the Office of Public Instruction through the Annual Data Collection (ADC). Through the ADC reporting process, OPI collects essential information from school districts on school personnel and teaching assignments, district calendars, disaggregated enrollment and attendance, non-public school enrollment, dropout data, numbers of gifted students, and numbers of Limited English Proficient students. Packets with the ADC information were mailed to district offices on September 2. The completed reports are due to your county superintendent by October 18 and due to OPI by October 25. OPI Contact: Karen Richem, Accreditation Officer, 444-2410 or krichem@mt.gov.

Missing Children Information

State Statute (44-2-506 MCA) requires the State Superintendent of Public Instruction to assist the Missing Children Information program by distributing the list of missing school children on a monthly basis. The missing children report is available on the web at <http://www.doj.state.mt.us/enforcement/missingchildren/missingchildrenschoolage.pdf>. If you have questions about the contents of the report, please contact the Montana Missing Person Clearinghouse at 406-444-1526.

OPI Hires IT Project Manager

State Superintendent Linda McCulloch is pleased to announce that Dave Nagel (dnagel@mt.gov) has accepted the position of IT Project Manager for OPI. This position will oversee the implementation of OPI's new data warehouse and student information system, e-grants system, and online IEP (individualized education program – for students with disabilities). Dave has worked as an IT manager for the Department of Labor and Industry for the past eleven years, prior to that he worked in the private sector on computer systems development. Dave's start date is October 3, 2005. Welcome, Dave!

OPI to Issue RFPs for Data Warehouse and Student Information System

The 2005 Montana legislature appropriated \$2.8 million for OPI to develop and implement an education data warehouse and student information system. The funding will support OPI's efforts to design the warehouse and information system, assign a unique student identifier for each public school student, and begin collecting student demographic data in the fall of 2006. The \$2.8 million includes funding for four additional FTE to support the data warehouse. The positions include a project manager, data resource administrator, a data base administrator, and a student record system manager. Dave Nagel has accepted the project manager position. The data base administrator position has been filled internally by Sharon Burt, and we will be advertising to fill the programming position vacated by Sharon. The remaining positions will be filled (hopefully) by the end of 2005.

The Montana Office of Public Instruction's goal is to design, develop, and implement the various components of a well-designed, comprehensive statewide longitudinal data system that will contain high quality, research-ready data that meet the multiple information needs of key stakeholders, both now and in the future. The data systems developed by the Office of Public Instruction using the resources provided by the Montana legislature will eventually include the following system components:

- I. A unique, permanent student identifier assigned by the State or through a process coordinated by the State;
- II. An enterprise-wide data architecture that includes a data model, data dictionary, business rules, and quality assurance procedures;
- III. Procedures for protecting the security, confidentiality, and integrity of data, and for ensuring the accuracy and timeliness of data;
- IV. Vertical integration of local and State data collections, including plans for requiring participation in the statewide data system and an electronic infrastructure to transfer large data files; and
- V. A data warehouse for managing and storing longitudinally linked data and making it accessible and useful to key stakeholders, especially teachers, schools, and districts.

OPI plans to issue the RFP for the information systems by the end of October. Included in the Student Information System is a system for managing individualized education programs (IEPs) online for students with disabilities. The Department of Administration will post the RFP online once the document is finalized. OPI Contact: Madalyn Quinlan, Chief of Staff, 406-444-3168 or mquinlan@mt.gov.

School Threat Assessment Resources developed by the Secret Service

In 2002, the U.S. Secret Service completed a study of school shootings and other school attacks. The focus of the study was to develop information about the "pre-attack behaviors" of the shooter or perpetrator. The intent was to identify behaviors and other information that would be noticeable before a shooting or attack occurs in order to help prevent the shooting or attack. The U.S. Secret Service has published two reports that detail the study findings and lay out a

process for threat assessment in schools. These documents are: *Implications for the Prevention of School Attacks in the United States* and *A Guide to Managing Threatening Situations and to Creating Safe School Climates*. These documents, along with many other safe school resources, can be found on the OPI's Safe School website at:

www.opi.state.mt/SafeSchools/Link.html. Hard copies of these publications were distributed at MASS meetings in September. Additional copies may be obtained by calling Marion Erp at 406-444-1951.

Assessment

<http://www.opi.mt.gov/Assessment/index.html>

The September edition of OPI's online assessment newsletter, ***JUMP Join Us in Measuring Progress*** is online at

<http://www.opi.mt.gov/PDF/Assessment/NewsLetters/Sep05AssessNews.pdf>. The September issue contains information about the Spring 2006 testing windows, sessions offered by the OPI Assessment office at the October conferences, contact information for the Montana's testing contractors (Riverside Publishing Company and Measured Progress), and information about the process for reporting student demographic data to Measured Progress in advance of the Spring testing for grades 3-8 and 10. OPI Contact: Judy Snow, Assessment Director, 444-3656 or jsnow@mt.gov.

Information Technology

Please note that the e-mail extension for all OPI employees is now **@mt.gov** instead of **@state.mt.us**. For the remainder of 2005, both extensions are active, but after December 31, 2005, only the mt.gov extension will be operational. Also note that the OPI webpage address is now www.opi.mt.gov.

The **2005 Montana Government Information Technology Conference** is scheduled for December 7-9 at the Red Lion Colonial Inn in Helena. The conference is geared for government information technology professionals. The 2005 Keynote and theme is "Business Process Management." For more information, click on www.itconference.mt.gov

School Budgeting and Accounting

October 3 Enrollment Count

The Fall Enrollment count date is Monday, October 3, 2005. Students enrolled in the district on that date must be reported to OPI. Information about part-time enrollment, ANB and instructions for entering the report on the MAEFAIRS electronic system are posted on the School Finance Division website at: <http://www.opi.mt.gov/pdf/SchoolFinance/forms/EnrollHelp.pdf>. OPI Contacts: Nica Carte (406) 444-4401 or ncarte@mt.gov or Denise Ulberg (406) 444-1960 or dulberg@mt.gov.

"10 Day Rule"

A district may not count a student as enrolled if the student has been absent, with or without excuse, for more than 10 consecutive school days immediately preceding and including the official count date (October 3, 2005). Even if the student has not missed 10 days as of the count date, a district cannot count the student if: 1) the student has enrolled in another district; OR 2) the district has received notice verbally or in writing that the student will no longer be attending; OR 3) the student had records transferred to another school; OR 4) the student is

otherwise unable to continue attendance (death, detention, etc.) (ARM 10.20.102). OPI Contact: Denise Ulberg (406) 444-1960 or dulberg@mt.gov.

FY2005-06 Bus Route Forms

TR-1 Bus Route Forms are due to the County Superintendent by October 1 and to OPI by October 15.

- Forms were pre-filled with last year's bus information and posted at <http://www.metnet.state.mt.us/schoolfinance/0000D9D9-80000007/00017A9B-80000007/>
- Blank forms are posted at <http://www.opi.mt.gov/PupilTransport/Index.html>
- An optional OPI form (TR-2) is available to help track students on each route at <http://www.opi.mt.gov/pdf/pupiltransport/TR-2.pdf>.

OPI Contact: Maxine Mougeot (406) 444-3096 or mmougeot@mt.gov.

New Clerk Training Scheduled for November

The Montana Association of School Business Officials (MASBO) will hold a training session for new district clerks on November 13, 14 and 15, 2005 in Helena. Any interested clerks, superintendents, or county superintendents are encouraged to attend. There is a charge for the workshop. For more information and registration materials, contact Lynda Brannon (Executive Director of MASBO), (406) 442-5599 or masbo@in-tch.com.

Increase in IRS Federal Reimbursement Rate

Effective September 1, 2005, the Internal Revenue Service (IRS) increased the federal reimbursement rate to 48.5 cents per mile for personal car mileage. The rate is effective until December 31, 2005. The rate for January 1 to August 31, 2005 was 40.5 cents. OPI Contact: Denise Ulberg (406) 444-1960 or dulberg@mt.gov.

Save Money, Save Time - - State Term Contracts Available

School districts can use the state's term contracts to purchase a variety of goods and services at reduced prices. The State Purchasing Division has negotiated numerous term contracts with all types of vendors, including phone service and internet providers, computer equipment and software vendors, and office suppliers. Montana public school districts can use the term contracts just like any state agency can. Since the contracts were already negotiated on behalf of all state governmental entities, schools don't have to go through the bid process and can save time and money. Numerous items are also available from the State's Central Stores and Cooperative Purchasing Program. For more information, go to: <http://www.opi.mt.gov/discounts/Index.html>. OPI Contact: Sioux Roth (406) 444-4404 or sroth@mt.gov.

Accreditation Division

Tech Talks for 2005-2006

The second year of "Tech Talks" will begin October 4, 2005 with a focus on the E-Rate Program. The Tech Talks are designed as an avenue for technology coordinators across the state to connect with each other to receive updates on current trends, funding opportunities and deadlines and to discuss current "hot topics".

The first Tech Talk is scheduled for October 4, 2005 from 3:00 p.m.-5:00 p.m. and will be broadcast to a combination of METNET and Vision Net sites. NOTE: If your district has a

Vision Net site and you would like to join in the conversation locally, please contact your local Vision Net site coordinator to make arrangements and contact Lorraine Burns at the OPI lburns@mt.gov to confirm your attendance.

October 4th, 2005 Teleconference Sites

- Billings - Montana State University at Billings, 214 N Broadway, 1st Floor Conference Center
- Billings Public School District , 415 North 30th Street
- Poplar - Fort Peck Community College ~Poplar, MT
- Glasgow - Glasgow High School, 1 Scottie Pride Drive
- Cut Bank - Cut Bank High School, 101 3rd Ave SE
- Helena - OPI 1300 11th Ave.
- Havre - MSU Northern, 300 11th Street West, Hagener Science Center, Rm 202
- Great Falls - Great Falls College of Technology, 2100 16th Ave
- Kalispell - Flathead Community College, 777 Grandview Drive
- Missoula - University of MT, Corner of Arthur and Eddy, Gallagher Building, Rm 104
- Bozeman - Burns Center MSU Campus, 204 Culbertson, Burns Room 127
- Libby - Lincoln County Campus, 225 Commerce Way, Room 214

OPI Contact: Michael Hall, mhall@mt.gov, or 406-444-4422

Career, Technical and Adult Education Division

Career Clusters Conference

The Montana Tech Prep Consortia are sponsoring a Career Clusters conference October 5-7 at Carroll College in Helena. The conference is designed to “explore seamless education in Montana through the vehicle of Career Clusters and to chart the future direction of clusters use in Montana.” Career Clusters is the integration of core academics, career and technical, health and safety, and arts curriculums to identify pathways from secondary school to two- and four-year colleges, graduate school, and the workplace. For more information on the October conference go to www.montana.edu/wochewd or contact Angie Collins (406) 444-0714, angelac@mt.gov or Diana Fiedler (406) 444-7991, dfiedler@mt.gov at the OPI. For more information on Career Clusters visit www.careerclusters.org.

Special Education Division

IDEA 2004 Revised Forms

The Individuals with Disabilities Education Act (IDEA) was reauthorized in December 2004 with an effective date of July 1, 2005. The Office of Public Instruction Special Education Division has reviewed the new law and, where necessary, made changes to existing forms or developed new forms to reflect changes or additions in the new law. All new and revised forms as well as Frequently Asked Questions (FAQ) sheets are posted on the OPI website at: <http://www.opi.mt.gov/SpecEd/index.html>

IDEA Reauthorization Workshops

From September 19-23, 2005 staff from the OPI Division of Special Education traveled across eastern Montana to provide on-site training in the requirements of IDEA 2004. These trainings were presented to almost 350 special education teachers, speech-language providers, parent advocates and special education directors from 71 districts. On-site trainings were provided in Havre (52 attendees), Glasgow (59 people), Sidney (36 people), Miles City (53 people) and Billings (140 people). Evaluations from the trainings were overwhelming positive about the content of the training and bringing the trainings to the Eastern region of Montana so that no

one had to travel more than 100 miles to attend. Trainings for Western Montana are scheduled October 3 through 7. OPI Division of Special Education staff participating in the on-site trainings included Nikki Sandve, Francisco Roman, Dan McCarthy, Tim Harris, Doug Doty and Bob Runkel.

These workshops are intended for special education teachers, related service providers and special education directors. Division of Special Education staff will discuss changes and present revised and new forms. During the week of October 3–7, workshops will be conducted in Missoula, Kalispell, Great Falls, Butte, and Bozeman. Specific location and workshop times are available on the OPI Web site under the Calendar of Education Events in Montana. Registration for the workshops is online at: <http://www.opi.state.mt.us/regforms/idea/>. OPI Contact person: Doug Doty, ddoty@mt.gov or (406) 444-0907.

Strengthening Teacher Retention, Instructional Design and Evaluation

On August 30th, the OPI received notice that we were successful in our application for funding from the Department of Education, Office of Special Education Programs for a personnel development grant. Project STRIDE: Strengthening Teacher Retention, Instructional Design and Evaluation was funded for \$650,000 each year for five years. This grant is directed by the Special Education Division.

Montana's State Professional Development Grant proposal outlines a set of focused and purposeful professional development activities implemented across a five year period of time. All activities are focused on increasing student access to skilled teachers and educationally responsive classrooms as the means of improving academic outcomes. Toward that end, proposed objectives and associated activities focus on three major goals: (1) increasing access to the general education curriculum; (2) support to implement early intervening strategies; and (3) planned efforts that focus on the recruitment and retention of highly qualified teachers.

Professional development initiatives focused on access to the general education curriculum will focus on pedagogical practices, such as differentiated instruction and universal design that lead to implementation of standards-based instructional units designed with the full range of students in mind. A second academic initiative will address reading, seeking to expand and align ongoing state efforts to ensure that students with disabilities are beneficiaries of successful school-based reading interventions currently supported with Title I dollars, as well as implement initiatives focused on schools not involved in this program. Systematic pilot testing and broader-based professional development focused on early intervening will complement these efforts, supporting LEA's to take advantage of new provisions of the IDEA of 2004 to provide research-based supports to students before they fail and are identified as exceptional. Finally, recruitment and retention initiatives focus on maintaining qualified and skilled teachers in the classroom. Proposed strategies include the expansion of mentoring opportunities in the state, efforts to ensure preparation of personnel to work with children under Part C, and the development of an innovative Core Academic Competency Fellowship Program. This program will provide a structured opportunity for general and special educators to learn about collaborative teaching models designed as vehicles to bring specialized supports to students with learning needs in the regular classroom. The program will be structured to have the added benefit of supporting newly trained special education teachers in their ongoing development of teaching skills in core academic subject areas. OPI Contact: Dick Trerise, 444-1579, or dtrerise@mt.gov.

Amendments to Special Education Rules

The State Superintendent is proposing to amend an administrative rule relating to special education. The proposed rule notice may be viewed at:

<http://www.opi.mt.gov/pdf/legaldivision/10-16-113prod.pdf>

A public hearing will be held on October 4, 2005 at 9:00 a.m. in the conference room at 1300 11th Avenue, Helena, Montana to hear comments on the proposed amendment. OPI Contact: Bev Marlow, paralegal, 444-3172, bemarlow@mt.gov.

Educational Opportunity and Equity Division

Applications for "Ready to Go" Indian Education for All Grants due October 14

Office of Public Instruction is now accepting applications for the Ready-to-Go Grant Program for implementing MCA 20-1-501, "Indian Education for All Montana." The 2005 Legislature made funds available for up to 50 Model "Ready-to-Go" school districts for two-year implementation of Indian Education for All Montana, demonstrating "best practices" for replication.

It is anticipated that grants will be available in the range of \$5,000 - \$25,000. The first project year will be from November 1, 2005 - September 30, 2006. A second round of competition will be awarded July 1, 2006. The application can be downloaded at:

<http://www.opi.state.mt.us/PDF/IndianEd/IEFA/ReadytoGoGrant.pdf>. Applications for the first round must be postmarked by October 14, 2005. The OPI will not accept electronic copies of the application. Please submit a signed copy of the application to: Joan Franke, Office of Public Instruction, Box 202501, Helena, MT 59620-2501. For more information, contact Joan Franke, 444-3694 or jfranke@mt.gov.

Health Enhancement and Safety Division

Health Enhancement Division Administrator Change

Rick Chiotti, Division Administrator for Health Enhancement, retired at the end of June. Rick served the OPI for more than 15 years and worked at the Department of Public Health and Human services for another 10 years. He received many awards and was recognized statewide and nationally. He and his wife will continue to reside in Helena. Cathy Kendall was named the new Division Administrator in July. She brings a background of juvenile justice, prevention and social work to the position and most recently worked at the OPI supervising the Safe and Drug-Free Schools, HIV/STD and 21st Century Community Learning Centers programs.

Coordinated School Health

2005 Youth Risk Behavior Survey Results

All 2005 Youth Risk Behavior Survey data is now available. High School, Grades 7-8, Native American Students on Reservations, Native American Students in Urban Schools, Alternative School, and Students with Disabilities reports are all available at www.opi.mt.gov/YRBS. The High School report was mailed to district superintendents and the district's YRBS contact person. School-specific data can be accessed from the YRBS web site also. For more information on the YRBS contact Susan Court, 406-444-3178 or scourt@mt.gov.

Tobacco Signs

The DPHHS Tobacco program will be mailing indoor signs to schools within the next two weeks. The outdoor signs have been held up indefinitely because of supply delays created by Hurricane Katrina. DPHHS is tracking all school orders and will fill them as soon as possible. Please be patient. For information, contact Linda Lee (DPHHS Tobacco Program) at 444-5687 or email LLee@mt.gov.

School Nutrition Program

For more information regarding any of the School Nutrition items below, contact School Nutrition Programs, (406) 444-2501

School HACCP Trainings October 20

All schools participating in the School Nutrition Programs must have a school food safety program based on Hazard Analysis and Critical Control Points (HACCP) in place by the end of school year 2005-06. School HACCP is very easy to understand and plan. *The ServSAFE training class offered by county sanitarians, MSU Extension or food distribution companies is a prerequisite for HACCP training, and will be offered several times this fall.*

The first set of regional **HACCP** trainings will be held in Billings, Sidney, Missoula, Great Falls, and Bozeman on **Thursday, October 20, 2005**. Spring trainings (2006) are planned in Great Falls, Miles City, Kalispell and Butte, with the exact date to be determined. Class size is limited, so schools are asked to send no more than two participants per school district. The registration form is available online at: www.opi.mt.gov/schoolfood/index.html. For more information:

Team Nutrition Program
Debi Miller
(406) 994-5641 ext. 3

Team Nutrition Program
Katie Bark
(406) 994-5641 ext. 1

Foodservice Manager Trainings October 21

Foodservice manager trainings provide something for both new and experienced foodservice personnel. Topics include what to expect during a review, requirements for your program, tips and tricks for filling out paperwork, and a chance to exchange ideas with others. The half-day trainings will be held from 9am-1:00pm on October 21 in Billings, Missoula, and Great Falls. Registration is required. The registration form is available online at: www.opi.mt.gov/schoolfood/index.html.

Quarterly DPHHS Food Stamp List

Schools should be receiving their quarterly list of all food stamp participants in their county. This list is generated by the Food Stamp office at the Department of Public Health and Human Services (DPHHS). This list can be used for direct certification and direct verification (households can be approved for free meals automatically if they appear on the list). It is confidential, and should only be viewed by the person who determines free and reduced price applications in each school district.

Claims are due October 10 for August and September Reimbursement

Complete claim instructions for the new software system are available on the School Nutrition Programs web site: www.opi.mt.gov/schoolfood/index.html; click on the "CNP Web" tab. Remember that the October claim will be used in lieu of the October report; make sure the highest numbers of free and reduced eligible students enrolled during the month are used.

Start Verification Now!

School districts should start the verification process October 1, 2005. The district must be completely finished with the verification process by November 15, 2005; and the Summary of Verification form must be completed and submitted to the School Nutrition Programs office by December 15, 2005. Each school district received a verification packet in August 2005, stating whether the school must use error-prone sampling or random sampling. Complete verification instructions and forms are available on the School Nutrition Programs web site:

www.opi.mt.gov/schoolfood/index.html; click on the “Lunch, Breakfast, Snacks and Milk” tab and scroll down to the “Verification” pull-down menu.

Due by October 31

Don't forget to complete the Civil Rights Self-Evaluation and the first Afterschool Snack Program review (as applicable) by October 31, 2005. Forms are available on the School Nutrition Programs web site: www.opi.mt.gov/schoolfood/index.html ; click on the “Lunch, Breakfast, Snacks and Milk” tab.

School Lunch - It's Instrumental! National School Lunch Week is October 10-14, 2005

The School Nutrition Association (SNA) has put together a great website to help foodservice managers make the most of the annual NSLW. The Montana Team Nutrition Program also has NSLW packets available that schools can receive by calling their office. The theme this year is “School Lunch – It's Instrumental.” The SNA's website has menus, activities, a brochure, logos (graphics), and a public relations toolkit. The website address is:
<http://www.schoolnutrition.org/nslw/>.

Local School Wellness Policy Video Conference

The National Food Service Management Institute is planning a two-hour program on *Local School Wellness Policy: A Team Approach*, which will be delivered nationwide via satellite October 18, 2005 from 1:00-3:00 pm. The primary goal of the program is to provide child nutrition professionals and other key players in the school and community an opportunity to hear the most current school wellness policy information.

It's Free!

To register as a viewing site for the *Local School Wellness Policy: A Team Approach* satellite seminar, visit http://www.nfsmi.org/Education/Satellite/ss37/ss37_reg.htm. A link to the Webcast of the program will be posted October 18, 2005, on the NFSMI Web site.

Eat to Be Fit Handouts

This series of 12 handouts are designed to reach middle and high school age students, and assist teachers in teaching nutrition to this age group. Available in black and white or color, the handouts are posted on the Office of Public Instruction, Health Enhancement web site: <http://www.opi.mt.gov/health/Index.html>. The handouts are also available through the Team Nutrition office. For more information: Team Nutrition Program, Katie Bark, (406) 994-5641, kbark@mt.gov

HIV/AIDS/STD Program

Upcoming trainings are:

HIV/AIDS Peer Education Training – Billings, October 26, 8:30 – 2:30, Lincoln Center. This training is designed for high school students and will assist in developing a peer education component that encourages decision-making and refusal skills in preventing HIV/AIDS/STD.

HIV/AIDS Teacher Training I – Billings, November 16, 8:30 – 2:30, Lincoln Center. To register for either training contact Vivian Beals at bealsv@billings.k12.mt.us or phone 255-3825.

To schedule an HIV/AIDS/STD and blood borne pathogen and safety workshop at your school, contact Susan Court, OPI HIV/AIDS Education specialist at 406-444-3178 or scourt@mt.gov. Renewal units are offered for these 5-6 hour trainings.

Driver Education/Advanced Driver Education

Online Driver Education Program Information

Administrators, parents, and anyone interested can now look up if a school is approved to offer a driver education program, when the program starts and stops, who the teachers are and if their credentials are current. This information is linked from the driver ed sub-page of the OPI web site at www.opi.mt.gov/drivered or directly at <http://data.opi.mt.gov/trafficeducation>. For more information or questions about your school's listing, contact Fran Penner-Ray at (406) 444-4432 or fpenner-ray@mt.gov.

Some Montana Schools Not Yet Approved for Driver Ed

Approximately 30 Montana high schools have not yet applied and received approval to provide a driver education program during the 2005-2006 school year and summer 2006. Schools intending to offer a driver education program should apply ASAP. An application is available at <http://www.opi.mt.gov/pdf/DriverEd/TE01.pdf>. The information you provide on the application will be posted at the program information site listed in the previous item. For more information about applying for approval, contact Fran Penner-Ray at (406) 444-4432 or fpenner-ray@mt.gov.

Other Education News

Montana State University-Billings has received a three year grant to assist Montana rural schools in developing highly-qualified paraeducator personnel. There are two basic objectives:

- To provide test preparation assistance for paraprofessional who not achieved highly qualified designation. MSU-Billings offers assistance with the Workkeys assessment in Math, Reading, and Business Writing.
- To deliver an on-line AA in Education Degree to approximately 30 highly qualified paraeducators who are employed at a rural Montana school district.

The project pays for 60 credit hours per student for 20 participants who will begin course work January 2006. One year of course work will be paid for 10 additional students who will begin course work in January 2007. The grant provides on-going advisory services to enhance student success from initial enrollment to graduation.

The project Web site is being developed and should be assessable next week (Oct. 3-7). For more information, contact ***Norma Wadsworth, BHTP/CSPD Project Coordinator, Montana State University-Billings***, 1500 University Drive, Billings, MT 59101-0298, Phone: 406-657-2908, Toll Free: 1-800-565-6782 X 2908, E-mail: NWadsworth@msubillings.edu

Searching for Top Youth Volunteers

Applications are now being accepted for the **Prudential Spirit Community Award**. Montanan's in grades 5 - 12, as well as Girl Scout councils, county 4-H organizations, American Red Cross chapters, YMCAs, and Volunteer Centers qualify for the award. Students must submit completed applications by October 31, 2005. Applications may be obtained at www.prudential.com/spirit, www.principals.org/prudential or by calling toll-free 888-450-9961. Prudential Spirit of Community Awards represent the United States' largest youth recognition program based solely on community service. Volunteers for 2006 will be announced in early February and brought to Washington next May for four days of special recognition.

National Forum on Education Statistics: Forum Guide to Education Indicators

The National Center on Education Statistics Web site features a handbook on developing, applying and interpreting 44 commonly used EDUCATION INDICATORS. It provides a definition of each indicator, along with recommended usage, caveats and cautions, policy questions, data element components and display suggestions. <http://www.ecs.org/00CN2658>. Lonnie Yingst, Assistant Superintendent for the Great Falls Public Schools, served on the NCES Task Force that developed the publication. In addition, state and local education agency personnel in Montana participated in focus groups to assess and comment on the preliminary draft document last year.

Non-Discrimination Policy of the Office of Public Instruction

The Office of Public Instruction is committed to equal employment opportunity and nondiscriminatory access to all our programs and services, and will take necessary and appropriate steps to insure that the workplace and OPI programs and services are free of discrimination and sexual harassment. For information or to file a complaint, contact Kathy Bramer, OPI Title IX/EEO Coordinator at 406-444-3161 or kbramer@mt.gov.